

**NURSING HOME ADMINISTRATOR EXAMINING BOARD  
MINUTES  
September 11, 2003**

**PRESENT:** Patricia Benesh, (via telephone), Dr. Robert Kessler, Robert Mulder,  
Jerry Schallock, Patricia Schulz, Roxann Sobek, (via telephone)

**EXCUSED:** David Egan

**STAFF PRESENT:** Jerry Lowrie, Bureau Director; Ruby Jefferson-Moore, Legal Counsel;  
Pat Schenck, Program Assistant; Judy Mender, Credentialing and  
Division of Enforcement Staff

**CALL TO ORDER**

Jerry Schallock, Chair, called the meeting to order at 9:35 a.m. A quorum of six members was present.

**AGENDA**

**Additions to the Agenda:**

- Add Scott Arneson Under Item 8. a. "Request for Renewal" Judy Mender

**MOTION:** Robert Mulder moved, seconded by Robert Kessler, to approve the agenda with addition. Motion carried unanimously.

**APPROVAL OF MINUTES OF MAY 15, 2003**

**MOTION:** Patricia Schulz moved, seconded by Robert Kessler, to approve the minutes of May 15, 2003 as written. Motion carried unanimously.

**ADMINISTRATIVE REPORT – JERRY LOWRIE, BUREAU DIRECTOR, BUSINESS  
AND DESIGN**

Jerry Lowrie, Bureau Director of Business and Design, introduced himself to the Board and gave a summary on his background and experience in state government and the private sector. Introductions were made around the table.

## **BOARD ROSTER**

Noted.

## **2003 MEETING DATES**

The Boards next meeting is scheduled for December 18, 2003, Rm 180.

## **2004 MEETING DATES**

The 2004 meeting dates will be finalized in October.

## **SUMMARY REPORTS ON PENDING COURT CASES, DISCIPLINARY CASES AND ADMINISTRATIVE RULES**

Noted.

## **LEGISLATIVE UPDATE**

### **AB 16 RE: REQUIREMENTS FOR EXAMS FOR NHA LICENSES AND FOR RECIPROCAL NHA LICENSES, CREATING AN EXEMPTION FOR SUCH REQUIREMENTS, AND GRANTING RULEMAKING AUTHORITY**

Jerry Schallock testified at the public hearing on May 15, 2003 at the Assembly Committee on Aging and Long-Term Care. Mr. Schallock reported that the testimonies given at the public hearing were very positive. The Board discussed the amendments Rep. Wasserman made to this legislation. While AB 16 grandfathers—in currently certified nursing home administrators, the proposal does not “exempt” individuals who are in the process of taking classes or have completed the course of study toward becoming certified and have not taken the test.

**MOTION:** Patricia Schulz moved, seconded by Roxann Sobek, that proposed legislation not affect the current Nursing Home Administrators. Motion carried unanimously.

**MOTION:** Robert Kessler moved, seconded by Robert Mulder, that applicants under the proposed legislation must be enrolled in a course of study leading to the requirements of Nursing Home Administrator two years prior to the effective date of legislation and must complete those requirements two years after the effective date of legislation. Motion carried unanimously.

**MOTION:** Patricia Schulz moved, seconded by Robert Mulder, that one year of experience be completed within two years after the effective date of proposed legislation. Motion carried unanimously.

## **AB 314 RE: LICENSING OF HOSPITAL ADMINISTRATORS**

Information Only.

### **REINSTATMENT/RENEWAL**

Reinstatement of a license after 5 years falls under WI Stat. 440.08(4) - Right to Deny Renewal.

The Board requested that staff conduct background checks and request information from other state licensing boards prior to renewing a license within the 5 year limit.

### **REQUEST FOR COURSE APPROVAL – UNIVERSITY OF NORTH CAROLINA – CHAPEL HILL - UPDATE – JUDY MENDER**

A request was received from the University of North Carolina – Chapel Hill to approve the substitution of LTCE courses Long Term Care Administration 201 and 202.

The Board requested that Judy Mender send a letter to the University of North Carolina to request a summary of changes that have occurred in North Carolina-Chapel Hill's courses with the following questions:

1. What are the changes from the old program to the new program?
2. What was the rationale for the change?
3. Is the old program still being used? If not, when was it offered?
4. Is the new program being offered? If so, what was the beginning date?

James Allen, Associate Professor from the University of North Carolina at Chapel Hill responded to Ms. Mender's questions.

1. The content and requirements, e.g. (70% to pass on proctored multiple choice exam) have not changed in the past 15 years.
2. Mr. Allen's rationale for these changes were due to moving into semi-retired status and teaching the same courses on his website as he did on campus the past 22 years.
3. No, the Department wants to place its energy on research rather than application. The last date a student could sign up for HPAA 122 and 123 (the old courses) was May 1, 2003. Both HPAA 122 and 123 and the website version (LTCE 201 and 202) have been offered concurrently the past three years.
4. The beginning date of the new program was around January 2000. North Carolina, Idaho and Maryland have been using Long Term Care Education 201 and 202 for pre-licensure education since January 2000.

**MOTION:** Patricia Schulz moved, seconded by Robert Mulder, to approve the changes to University of North Carolina – Chapel Hill's Long Term Care Administration substitution of courses 201 and 202. Motion carried unanimously.

## **REQUEST FOR COURSE APPROVAL – ANGELA SASSO – JUDY MENDER**

The Board reviewed Angela Sasso's courses and determined they did not meet the educational requirements to qualify Ms. Sasso to sit for the NAB examination.

## **REQUEST FOR RENEWAL – CLIFF CHRISTIANSEN – UPDATE – JUDY MENDER**

Cliff Christiansen was requested to take both the State and NAB examinations. The Board made a Motion on May 15, 2003 that if Cliff Christiansen passed both examinations he could renew his Wisconsin license. Mr. Christiansen is still working on taking the examinations.

## **CE COURSE APPROVAL SUSAN LANGE**

**MOTION:** Robert Mulder moved, seconded by Patricia Schulz, to approve the course work and apply it to CEU's for Susan Lange, subject to verification of successful completion of the specified course work. Motion carried unanimously.

## **EXAMINATION ISSUES**

None.

## **MEMORANDUM OF AGREEMENT WITH DHFS - UPDATE**

Information only.

## **NAB 2003 ANNUAL MEETING – JUNE 11-13, 2003, PORTLAND OREGON**

The Board reviewed highlights from the NAB 2003 Annual Meeting in Portland, OR on June 11-13, 2003. None of the Board members attended this meeting.

## **NAB LONG TERM CARE ADMINISTRATORS MID-YEAR MEETING IN AUSTIN, TEXAS, NOVEMBER 5-7, 2003**

None of the Board members plan on attending this meeting.

## **BOARD MEMBER SPEAKING ENGAGEMENTS OR OTHER ACTIVITY**

Jerry Schallock reported that Secretary Donsia Strong Hill visited him at Peterson Health Care of WI. Inc. in Rhinelander last week.

**NATIONAL ASSOCIATION OF BOARDS OF EXAMINERS OF LONG TERM CARE  
ADMINISTRATORS  
NAB CORRESPONDENCE**

None.

**MISCELLANEOUS CORRESPONDENCE/INFORMATION**

**CNA TESTING PROBLEM**

The Board reviewed the report from Representative Jean Hundermark, Chair of the Assembly Aging and Long Term Care Committee, on the hearing held on May 16, 2003 regarding escalating problems occurring in new testing procedures for Certified Nursing Assistants (CNA) recently established by the Department of Health and Family Services. The new tests are the result of the department contracting with an out-of-state-company for both testing and registry services (Promissor).

Students have to wait several months to be scheduled for exams after completing their courses. The Department of Health and Family Services realizes something needs to be changed and will work on this problem that best serves our future CNA's.

**AGING AND LONG TERM CARE VIEWS ON NURSING HOMES FUTURE**

The Board reviewed an article from the Milwaukee Journal Sentinel relating to phasing out nursing homes.

**NEW BUSINESS**

None.

**PRESENTATION OF PROPOSED STIUULATONS BY DIVISION OF ENFORCEMENT**

None.

**CLOSED SESSION**

**MOTION:** Robert Kessler moved, seconded by Patricia Schulz, to convene the meeting in Closed Session pursuant to sections 19.85(1)(a), (b), (f) and

(g), Wis. Stats.: to consider the licensing or discipline of a person licensed by the Board or the investigation of charges against such a person, and to discuss the case status report and case closings. Roll Call Vote: Dr. Robert Kessler - yes; Roxann Sobek - yes; Patricia Schulz - yes; Robert Mulder- yes; Jerry Schallock – yes; Patricia Benesh-Non-voting member. Motion carried unanimously.

Open Session recessed at 11:55 a.m.

The Board deliberated on pending applications, case closings, monitoring issues, and an administrative warning in Closed Session.

### **RECONVENE IN OPEN SESSION**

**MOTION:** Patricia Schulz moved, seconded by Roxann Sobek, to reconvene in Open Session at 1:05 p.m. Motion carried unanimously.

### **VOTING ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION**

#### **CASE CLOSINGS**

##### **01 NHA 003**

**MOTION:** Robert Mulder moved, seconded by Robert Kessler, to close case **00 NHA 003** for no violation. Motion carried unanimously.

#### **MONITORING REPORT**

##### **VINCENT BERGSTROM – REQUEST FOR 3-MONTH STAY OF SUSPENSION**

**MOTION:** Robert Kessler moved, seconded by Patricia Schulz, to grant Vincent Bergstrom request for a 3-month stay of suspension. Motion carried unanimously.

#### **ADMINISTRATIVE WARNING**

**01 NHA 007**

**MOTION:** Jerry Schallock moved, seconded by Robert Mulder, to accept the Administrative Warning for case **00 NHA 007** as written. Patricia Schulz Voted No. Motion carried.

**STIPULATIONS**

None.

**PENDING APPLICATIONS**

**EUGENE PUCKHABER**

**MOTION:** Patricia Schulz moved, seconded by Robert Kessler, to refer Eugene Puckhaber's application back to Department staff to request supporting evidence regarding treatment for alcohol dependency. Motion carried unanimously.

**THOMAS KLUG**

**MOTION:** Jerry Schallock moved, seconded by Robert Kessler, to approve Thomas Klug for licensure to practice Nursing Home Administrator by reciprocity subject to meeting other requirements. Motion carried unanimously.

**EXAMINATION ISSUES**

None.

**OTHER SUCH ITEMS AS AUTHORIZED BY LAW**

None.

**ADJOURNMENT**

**MOTION:** Patricia Schulz moved, seconded by Robert Mulder, to adjourn the meeting at 1:13 p.m. Motion carried unanimously.

**NEXT MEETING: DECEMBER 18, 2003**